

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT OFFICE OF HIGHWAYS		EDSM No: I.1.1.28
ENGINEERING DIRECTIVES AND STANDARDS		
VOLUME	I	Effective Date: 12/19/2016 Subject: Procedures for Final Plan Transmittal and Final Plan Modifications Including Plan Revisions and/or Plan Changes Resulting from Change Orders
CHAPTER	1	
SECTION	1	
DIRECTIVE	28	

1. PURPOSE:

This EDSM establishes the standard procedures for final plan transmittal and final plan modifications, including plan revisions and change orders, and ensures uniformity of the plans.

2. SCOPE:

This EDSM establishes the standard procedures and provides methods and instructions for final plan transmittal and modifying final plans in the following project stages:

- 1) Final Plans - Before Chief Engineer's signature on the title sheet
- 2) Plan Revisions - After Chief Engineer's signature on the title sheet and before project letting
- 3) Change Orders - After project letting involving plan changes

3. PROCEDURE:

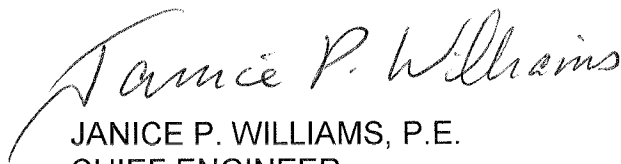
A stand-alone document titled "Standard Procedures for Final Plan Transmittal and Modifications" provides detail instructions on final plan transmittal and modifying final plans in the three project stages above. Standard forms and examples that illustrate the proper adherence to the procedures are provided. This document is managed jointly by Section 24 (Road Design) and Section 25 (Bridge Design) and can be downloaded from the Engineering Division webpage under Engineering Documents and Manuals.

4. OTHER ISSUANCES AFFECTED:

All previous memoranda, directives, or instructions issued in conflict with this directive are rescinded.

5. EFFECTIVE DATE:

This directive becomes effective immediately upon issuance.


 JANICE P. WILLIAMS, P.E.
 CHIEF ENGINEER



Standard Procedures for Final Plan Transmittal and Modifications

Revision History	
Date	Revision Description
12-19-2016	Initial Publication

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Section 1

Final Plan Modification Procedures

1.1 Final Plans - before Chief Engineer's signature on title sheet

Prior to final stamp and signature by the engineer of record

Modifications should be made to the plan sheets as needed. If the plan sheets have been submitted to Contracts and Specifications for development of the construction proposal, any changes must be clearly communicated to the developer of the proposal.

After final stamp and signature by the engineer of record

Modifications should be made to the plan sheets as needed in accordance with Section 2, *Sheet Modification Procedures*. If additional plan sheets are required, see Section 3, *Sheet Numbering Procedures*. If the plan sheets have been submitted to Contracts and Specifications for development of the construction proposal, any changes must be clearly communicated to the developer of the proposal.

1.2 Plan Revisions - After Chief Engineer's signature on the title sheet and before project letting

After final plans are signed by Chief Engineer, the Project Manager or his delegate shall transmit final plans to General File. See Section 5 Standard Form DOTDFORM.1 for a standard transmittal and distribution form.

The following steps shall apply to plan revisions:

1. A written request for the affected plan sheets and the title sheet must be submitted to General Files. The request should specify the purpose of the intended revision, the anticipated amount of time required to complete the revision, and the name of the person in charge of the revision. The person in charge of the revision shall be the Project Manager or his delegate. Task Managers shall communicate with Project Managers when a need for plan revision arises prior to proceeding with the plan revision. The Contracts and Specifications Engineer must approve (sign off on) the written request prior to its submission to General Files. See Section 5 standard form DOTDFORM.2 for the standard request form.
2. The required modifications shall be made to all sheets. There are several different processes by which the sheets may be modified. See Section 2, *Sheet Modification Procedures*, for additional information. If additional plan sheets are required or if existing sheets are removed but not replaced, see Section 3, *Sheet Numbering Procedures*.
3. When modifications on a plan sheet affect information provided on other plan sheets, the plan sheets with the affected information must also be modified to reflect the updated information.
4. Each revision that is initiated shall have a unique, sequentially assigned revision number that is used to note all plan modifications associated with the revision. Revision numbers shall be tracked by the Project Manager. Task Managers should obtain the revision number from the

Project Manager prior to proceeding with the plan revision. To differentiate the revision number from other numbers on the plan sheets, a bug (□) has been devised (the corresponding revision number shall be shown inside). This bug, including the revision number, shall be placed on each revised plan sheet next to all revised items and in the "Revision or Change Order Description" block. A description of the revisions, initials of the engineer who is responsible for the revisions, and the date of the revisions is made shall be placed in the "Revision or Change Order Description" block adjacent to the revision bug and number. See Section 4, *Revision and Change Order Descriptions and Bugs*, for additional information. All sheets involved in the revision must have the same revision number and should have the same date.

5. The revision bug, including the revision number, shall be placed adjacent to a row in the "Schedule of Revisions" block on the original title sheet. That row shall be filled out with a list of sheet numbers of all sheets that have been revised as part of this revision and the revision date. The title sheet number, 1, shall be included in the list of revised sheets, but it is not necessary to fill out the "Revision or Change Order Description" block on the title sheet unless a change other than completing the "Schedule of Revisions" block, has been made to the title sheet.
6. Task managers shall provide all revised plan sheets to the Project Manager or his delegate. The revised plan sheets must then be sent to Contracts and Specifications with a transmittal letter specifying which sheets were revised, what modifications were made, any quantity changes, any other information that may affect the language used in the construction proposal, and, if necessary, a revised construction cost estimate. After their review and use, Contracts and Specifications will return the revised sheets to the person in charge of the revision. See Section 5 standard form DOTDFORM.3 for the standard transmittal letter.
7. Approval of the revision must then be obtained from the Section Head and the Chief Engineer who indicate approval by initialing and dating the "Schedule of Revisions" block on the title sheet. The Section Head's initials should appear in the recommended column and the Chief Engineer's initials should appear in the approved column. The dates of the Section Head and Chief Engineer's initials do not need to match the revision date or each other.
8. The revised sheets, the original title sheet, and any other plan sheets that were removed from General Files but not modified, must be sent back to General Files along with a transmittal and distribution form. See Section 5 standard form DOTDFORM.4 for the standard transmittal and distribution form. To simplify scanning and reproduction, keep the title sheet, revised sheets, and unmodified sheets separate when returning them to General Files. Original sheets that were removed from General Files and replaced with revised sheets may be discarded.
9. All plan revisions must be completed (returned to General Files as described in Step 8) no later than 12:00 noon, five working days prior to the scheduled letting date.
10. General Files will stamp the title sheet of the distribution copies "Revised Plans" and will distribute them in accordance with the distribution order; the original title sheet is not stamped "Revised Plans".

1.3 Change Orders - after project letting involving plan changes

The following steps shall apply to change orders:

1. A written request for the affected plan sheets and the title sheet must be submitted to General Files by the person in charge of the change order. The person in charge of the change order shall be the Project Manager or his delegate. Task Managers shall communicate with Project Managers when a need for change order arises prior to proceeding with the change order. See Section 5 standard form DOTDFORM.2 for a standard request form.
2. The required modifications shall be made to all sheets. There are several different processes by which the sheets may be modified. See Section 2, *Sheet Modification Procedures*, for additional information. If additional plan sheets are required, see Section 3, *Sheet Numbering Procedures*. Original sheets replaced by change order sheets shall not be modified, except that they shall be stamped "VOID". If the modification requires that plan sheets be removed but not be replaced, the original sheets are stamped "VOID"; no other modifications in conjunction with the removal of the original sheets are required. The person in charge of the change order for the affected sheets shall initial and date the "VOID" stamp. All voided sheets shall remain in the plan set.
3. When modifications on a plan sheet affect information provided on other plan sheets, the plan sheets with the affected information must also be modified to reflect updated information. Exceptions to this requirement are that the "Index of Sheets" on the title sheet should not be modified to reflect the insertion or deletion of sheets, and the summary of quantities sheets should not be modified to reflect any quantity changes. The Project Engineer will redline those changes on the as-built plan set after the project is completed.
4. Each change order sheet shall have an uppercase letter (e.g. "A", "B", etc.) associated with it to denote that the original sheet has been modified. To differentiate the change order letter from other letters on the plan sheets, a bug (\triangle) has been devised (the corresponding change order letter shall be shown inside). This bug, including the change order letter, shall be placed on each change order sheet next to all changed items and in the "Revision or Change Order Description" block. A description of the changes, initials of the engineer who is responsible for the changes, and the date the changes are made shall be placed in the "Revision or Change Order Description" block adjacent to the change order bug and letter. See Section 4, *Revision and Change Order Descriptions and Bugs*, for additional information. All sheets involved in the change order should have the same change order date, but the change order letters used are specific to each sheet and shall correspond to the number of times the sheet has been changed. For the first change order modification to a sheet, the change order letter would be "A". If it becomes necessary to revise that sheet in a subsequent change order, then successive change order letters "B", "C", etc. would be used. The change order letter shall also be added to the end of the sheet number in the sheet's title block. For example, if plan sheet 4 was modified by a change order, its replacement would be plan sheet 4A. The original plan sheet 4 shall now be stamped "VOID" and initialed and dated. If sheet 4A and 5 were further modified by a subsequent change order, Sheet 4A would be replaced by Sheet 4B while Sheet 5 would be replaced by sheet 5A. Both Sheets 4A and 5 would be stamped "VOID" and initialed and dated. Voided Sheets 4, 4A, and 5 shall remain in the plan set. Note that only capital letters are used as

change order letters. Each change order sheet shall be stamped "Change Order and/or Special Agreement".

5. The "Schedule of Revisions" block on the title sheet should not be modified to indicate which sheets were affected by the change order. No changes should be made to the title sheet unless the change order seeks to modify the title sheet specifically.
6. The change ordered sheets, the original title sheet, all voided sheets, and any other plan sheets that were removed from General Files but not modified, must be sent back to General Files along with a transmittal letter. To simplify scanning and reproduction, keep the title sheet, voided and change order sheets, and unmodified sheets separate when returning them to General Files. No sheets shall be discarded. See Section 5 standard form DOTDFORM.5 for a standard transmittal and distribution form. The distribution form will request ten half-size (11x17) and four full-size (22x34) copies of the transmitted sheets (change order sheets, original title sheet, and all voided sheets) to be sent to the person in charge of the change order. The person in charge of the change order will make the required distribution to the Construction Section.
7. Ten half-size (11x17) and four full-size (22x34) copies of the original title sheet, all voided sheets, and change order sheets must be sent to the Construction Section, along with a transmittal letter, for distribution. See Section 5 standard form DOTDFORM.6 for the standard transmittal letter. If the Project Manager has delegated this task, the person in charge of the change order shall copy the Project Manager on the transmittal letter. The transmittal letter shall specify what modifications were made, any quantity changes, and why the change order was initiated (design error, contractor error, change in field conditions, etc.). If the change order resulted from a construction error, any engineering costs associated with the redesign and plan modifications that were incurred by LADOTD shall be included in the letter. Because change orders are processed by the Project Engineer, the change order number in which the modified plans will be included is not known at the time of transmittal. Therefore, the change order transmittal letter will be devoid of any naming or numbering sequence and will be uniquely identified only by its date.

Section 2

Sheet Modification Procedures

The sealing (stamping) and signing of plan sheets is governed by the Laws and Rules of the Louisiana Professional Engineering and Land Surveying (LAPELS) board. In no way do these procedures excuse practice or conduct that is contrary to the Laws and Rules of the LAPELS board.

Any modifications made to sheets through a plan revision or change order should be approved by the original engineer of record. If the original engineer is not available to approve the modification, the modifying engineer shall also stamp and sign the revised sheets.

Upon completion, all original and modified sheets shall be stored electronically in ProjectWise in accordance with the Section's ProjectWise document control procedures as a dgn file, pdf file, or both (as applicable). Consultants shall provide these files to the LADOTD Task or Project Manager for inclusion into ProjectWise.

The methods presented in the following subsections are listed in their order of preference. Subsequent methods should only be used when former methods are impractical, discouraged, or prohibited.

2.1 Modifications Made by the Original Engineer of Record

Method No. 1 - Electronic Vector Method:

Prior to 100% FP:	Allowed
Plan Revisions:	Allowed (prohibited for the Title Sheet only*)
Change Orders:	Allowed (prohibited for the Title Sheet only*)

1. Make a copy of the original CAD drawing (vector file).
2. Make all needed modifications to the copied vector file. These modifications shall be made in accordance with Section 1, *Final Plan Modification Procedures*.
3. Once completed, the new sheet shall be plotted, stamped, signed, and dated (with the current date) by the engineer of record.

* Prohibited for the title sheet because approval signatures would be lost

Method No. 2 - Hand Method:

Prior to 100% FP: Allowed
Plan Revisions: Allowed
Change Orders: Prohibited**

1. Make all needed modifications to the original plan sheet (hardcopy) by hand using technical pens (Leroy). These modifications shall be made in accordance with Section 1, *Final Plan Modification Procedures*. Due to the effort required to make modifications by hand, this method should only be used when there are minor modifications.
2. Once completed, the original stamp, signature, and date shall remain on the sheet.

** Prohibited for change orders because original sheets must be voided when change ordered

Method No. 3 - Electronic Raster Method:

Prior to 100% FP: Allowed for the Title Sheet only
Plan Revisions: Allowed for the Title Sheet only
Change Orders: Allowed for the Title Sheet only

1. Scan the original title sheet into a suitable file format (TIF) and bring the scanned image into CAD (raster) file.
2. Make all needed modifications to the raster file using a combination of raster and vector tools. These modifications shall be made in accordance with Section 1, *Final Plan Modification Procedures*.
3. Once completed, the title sheet shall be plotted. The original stamp, signature, and date shall remain on the sheet.

2.2 Modifications Made by an Engineer Other than the Original Engineer of Record

It is undesirable to have an engineer other than the original engineer of record make modifications to a plan sheet. Because it creates complexity in the modification process and presents an opportunity for design conflicts and errors, it should be avoided if possible.

After the engineer of record stamps, signs, and dates the sheet, any modifications made to the sheet, excluding modifications made to the information contained in the title block and, in the case of a plan revision, the "Schedule of Revisions" block, must be approved by the engineer of record. If an engineer other than the engineer of record approves modifications to the sheet, that engineer must also stamp the sheet, note what modifications were made, and become the engineer of record for those modifications. Furthermore, in cases where the modification could adversely affect the performance of plan elements not directly involved in the modification, the engineer approving the modifications must note that information on the sheet and become the engineer of record for those elements as well.

Method No. 1 - Electronic Raster Method:

Prior to 100% FP:	Allowed (discouraged for the Title Sheet only)
Plan Revisions:	Allowed (discouraged for the Title Sheet only)
Change Orders:	Allowed

1. Scan the original plan sheet into a suitable file format (TIF) and bring the scanned image into CAD (raster) file.
2. Make all needed modifications to the raster file using a combination of raster and vector tools. These modifications shall be made in accordance with Section 1, *Final Plan Modification Procedures*. A note shall be added indicating for what modifications the second engineer is responsible.
3. Once completed, the sheet shall be plotted, stamped, signed, and dated (with the current date) by the engineer making the modifications. The original stamp, signature, and date shall remain on the sheet.

Method No. 2 - Hand Method:

Prior to 100% FP: Allowed (preferred for the Title Sheet only)
Plan Revisions: Allowed (preferred for the Title Sheet only)
Change Orders: Prohibited**

1. Make all needed modifications to the original plan sheet (hardcopy) by hand using technical pens (Leroy). These modifications shall be made in accordance with Section 1, *Final Plan Modification Procedures*. Due to the effort required to make modifications by hand, this method should only be used when there are minor modifications. A note shall be added indicating for what modifications the second engineer is responsible.
2. Once completed, the sheet shall be stamped, signed, and dated (with the current date) by the engineer making the modifications. The original stamp, signature, and date shall remain on the sheet.

** Prohibited for change orders because original sheets must be voided when change ordered

Section 3

Sheet Numbering Procedures

The following procedures shall be followed when numbering plan sheets:

1. Sheet numbers should be assigned sequentially using whole numbers, with the title sheet being assigned the number one. Logical breaks in sequence may be made for plan development simplicity. For example, bridge sheets may begin at sheet 101 even though the road sheets end at sheet 35.
2. Prior to letting, the use of inserted sheets should be avoided if possible; however, an exception is made for the “Typical Section and Details” and “Summary of Quantities” sheets in the roadway plans. These sheets historically use inserted sheet numbers for plan organization purposes even though sequential sheet numbers are available at the time of their development.
3. When new sheets are needed between sequentially numbered sheets, an alternating sequence of lowercase letters and numbers shall be added to the end of the preceding sheet number, with the next level of letters or numbers being introduced when it is not possible to assign a sequential sheet number. For example, if three sheets are needed between sheets 101 and 102, those sheets should be numbered 101a, 101b, and 101c. Furthermore, if two new sheets were subsequently needed between sheets 101b and 101c, those sheets should be numbered 101b1 and 101b2. The alternating sequence of lowercase letters and numbers continues indefinitely as needed.
4. If more than 26 letters are needed for a sequence, z shall be followed by aa, ab, ac, ..., az, ba, bb, etc. Note that only lowercase letters are used in the sheet numbering sequence.
5. If a new sheet is introduced into the plan set prior to signature by the Chief Engineer, it may be inserted following the previously described convention. However, if practical, all sheets should be renumbered to accommodate the new sheet such that the new sheet appears to be part of the original plan set.
6. If sheets are removed from the plan set prior to letting, such that there are non-logical breaks in sequence (for example ...6, 7, 9, 10...), the breaks in sequence shall be noted as “not used” in the “Index to Sheets” on the title sheet. However, if sheets are removed prior to signature by the Chief Engineer and if practical, all sheets should be renumbered such that there are only logical breaks in sequence.
7. These sheet numbering procedures are applicable for change orders. See Section 1.3, *Change Orders*, for additional information including how to incorporate the change order letter into the sheet number and for procedures governing sheet removal after letting.

Section 4

Revision and Change Order Descriptions and Bugs

The following guidance should be followed when utilizing revision and change order descriptions and bugs:

1. For older plan sheets that have “Revision Description” written in the title block, the person in charge of the revision or change order should modify it to “Revision or Change Order Description”.
2. A description of the modifications made must be provided in the “Revision or Change Order Description” block. The description should be indicative of the modifications made. If the space provided in the “Revision or Change Order Description” block is insufficient to adequately describe the modifications made, a bugged text block containing the modification descriptions should be added to the sheet. The description provided in the “Revision or Change Order Description” block should refer anyone reviewing the plans to the aforementioned text block. If there are not enough rows in the “Revision or Change Order Description” block, the space directly above the “Revision or Change Order Description” block should be utilized and the same format as described above should be followed.
3. Bugs should be provided on the plan sheet adjacent to all modifications made on the plan sheet. If the modifications made significantly affect an entire detail, it may be appropriate to bug the detail title instead of attempting to bug each individual modification made in the detail.
4. On plan sheets that are crowded with information, it may be difficult to locate the bugs on the sheet and modified information may be overlooked. In this case, when in conjunction with a change order only, and at the discretion of the engineer, clouding may be used to indicate the location of the modifications. Bugs must still be provided in conjunction with clouding. Additionally, if clouding is used on a sheet, it must be used for all modifications on the sheet.
5. If modifications are of such significance that the entire sheet must be completely redrawn, bugs need not be provided on the sheet (though they are still required in the “Revision or Change Order Description” block). A description of the modifications must still be provided in accordance with item 2 above. Completely redrawing the sheet should be done only when necessary and should not be done for expediency.
6. If a new sheet is introduced into the plans through a plan revision or change order, the description of the modifications provided in the “Revision or Change Order Description” block shall be listed as “New Sheet”. Because the description “New Sheet” is used to alert anyone reviewing the plans that there is not a previous version of the sheet, it shall not be used in any other situation.
7. Descriptions and bugs from prior plan revisions or change orders should be retained on subsequent versions of the plan sheet to the extent that it is practical. Clouding from previous change orders should be removed (though the bugs associated with the clouds should remain). Previous descriptions and bugs may be deleted if modifications to the sheet necessitate their removal.

Section 5

Standard Forms and Examples

The following standard forms and examples have been developed to illustrate the proper adherence to the previously described procedures. All document requests and transmittals should be made using the standard forms. The examples follow a sample project through two plan revisions and three change orders. All forms and examples are included in Appendix A. Electronic copy of the forms can be downloaded from LADOTD Bridge Design Section Website under downloads.

DOTDFORM.1 - Transmittal of Final Plans to General Files

DOTDFORM.2 - Request for Plan Revision/Change Order Plan sheets from General Files

DOTDFORM.3 - Transmittal of Plan Revision sheets to Contracts and Specifications for review

DOTDFORM.4 - Transmittal of Revised Plans to General Files

DOTDFORM.5 - Transmittal of Change Order sheets to General Files

DOTDFORM.6 - Transmittal of Change Order sheets to Construction

EXAMPLE. 1 - Plan Revision No. 1

EXAMPLE. 2 - Plan Revision No. 2

EXAMPLE. 3 - Change Order No. 1

EXAMPLE. 4 - Change Order No. 2

EXAMPLE. 5 - Change Order No. 3

Appendix A
Forms and Examples

DOTDFORM. 1

Transmittal of Final Plans to General Files

Date

Project Number:

Project Name:

To: General Files

From:

Name

Section

Please distribute reproductions in accordance with page 2 of this Form.

Total Number of Sheets Transmitted:

 :

Attachments

C:

Received in

General Files by:

Name

Signature

Date

Please distribute complete sets of Final Plan reproductions as follows:

22 x 34 (Full Scale) - Stapled

- | | | | |
|---------|--------------------------|----------------------------------|-------|
| () Set | <input type="checkbox"/> | District Administrator: | _____ |
| () Set | <input type="checkbox"/> | DOTD Project Engineer: | _____ |
| () Set | <input type="checkbox"/> | District Utility Representative: | _____ |
| () Set | <input type="checkbox"/> | District Lab Engineer: | _____ |
| | | | |
| () Set | <input type="checkbox"/> | Construction Section: | _____ |
| | | | |
| () Set | <input type="checkbox"/> | Contracting Agency: | _____ |
| | | Address: | _____ |
| | | | _____ |
| | | | |
| () Set | <input type="checkbox"/> | Parish Government: | _____ |
| | | Address: | _____ |
| | | | _____ |
| | | | _____ |

11 x 17 (Half Scale) - Stapled

- | | | | |
|---------|--------------------------|------------------------------------|-------|
| () Set | <input type="checkbox"/> | DOTD Project Manager: | _____ |
| () Set | <input type="checkbox"/> | Bridge Design Section: | _____ |
| () Set | <input type="checkbox"/> | Road Design Section: | _____ |
| () Set | <input type="checkbox"/> | Pavement & Geotechnical: | _____ |
| () Set | <input type="checkbox"/> | Prime Design Consultant: | _____ |
| | | Address: | _____ |
| | | | |
| () Set | <input type="checkbox"/> | Contracts & Specs: | _____ |
| | | | |
| () Set | <input type="checkbox"/> | Federal Aid Unit: | _____ |
| | | (For Federal Oversight Plans only) | _____ |

DOTDFORM. 2

Request for Plan Revision/Change Order Sheets from General Files

Date

Project Number:

Project Name:

To: General Files

Requested by:

Name

Section

Approved by:

(Only Required

For Plan

Revision)

Contracts & Specifications

Engineer Name

Signature

Date

Plan Revision

☐

Change Order

☐

Purpose of Plan Revision/Change Order:

Anticipated Completion Date:

Requested Sheets:

Total Number of Requested Sheets:

DOTDFORM. 3

Transmittal of Plan Revision Sheets for Review to Contracts and Specifications

Date

Project Number:

Project Name:

To: Contracts & Specifications

From:

Name

Section

Plan Revision Sheets: (include a description of the revisions made):

Quantity Changes (attach marked up web Trns•port cost estimate if necessary):

Other Information that may
Affect Construction Proposal:

Returned Plan Revision
Sheets to Requester by:

Name

Date

DOTDFORM. 4

Transmittal of Revised Plans to General Files

Date

Project Number:

Project Name:

To: General Files

From:

Name

Section

Please distribute reproductions in accordance with page 2 of this Form.

Revised Plan Sheets (include title sheet):

Sheets Returned but not Modified:

Total Number of Sheets Transmitted:

 :

Attachments

C:

Received in
General Files by:

Name

Signature

Date

Please distribute complete sets of Title Sheet and Revised Plan Sheets as follows:

22 x 34 (Full Scale) - Stapled

- | | | | |
|---------|--------------------------|----------------------------------|-------|
| () Set | <input type="checkbox"/> | District Administrator: | _____ |
| () Set | <input type="checkbox"/> | DOTD Project Engineer: | _____ |
| () Set | <input type="checkbox"/> | District Utility Representative: | _____ |
| () Set | <input type="checkbox"/> | District Lab Engineer: | _____ |
| | | | |
| () Set | <input type="checkbox"/> | Construction Section: | _____ |
| | | | |
| () Set | <input type="checkbox"/> | Contracting Agency: | _____ |
| | | Address: | _____ |
| | | | _____ |
| | | | _____ |
| () Set | <input type="checkbox"/> | Parish Government: | _____ |
| | | Address: | _____ |
| | | | _____ |
| | | | _____ |

11 x 17 (Half Scale) - Stapled

- | | | | |
|---------|--------------------------|------------------------------------|-------|
| () Set | <input type="checkbox"/> | DOTD Project Manager: | _____ |
| () Set | <input type="checkbox"/> | Bridge Design Section: | _____ |
| () Set | <input type="checkbox"/> | Road Design Section: | _____ |
| () Set | <input type="checkbox"/> | Pavement & Geotechnical: | _____ |
| () Set | <input type="checkbox"/> | Prime Design Consultant: | _____ |
| | | Address: | _____ |
| | | | |
| () Set | <input type="checkbox"/> | Contracts & Specs: | _____ |
| | | | |
| () Set | <input type="checkbox"/> | Federal Aid Unit: | _____ |
| | | (For Federal Oversight Plans only) | |

DOTDFORM. 5

Transmittal of Change Ordered Plan Sheets to General Files

Date

Project Number:

Project Name:

To: General Files

From:

Name

Section

Please distribute reproductions in accordance with page 2 of this Form.

Change Order Sheets (include title sheet):

Sheets Returned but not Modified:

Voided Sheets:

Total Number of Sheets Transmitted:

 :

Attachments

C:

Received in

General Files by:

Name

Signature

Date

Please distribute complete reproduction sets consisting of Title Sheet, Voided Sheets, and Change Ordered Sheets as follows:

22 x 34 (Full Scale) - Stapled

() Set Task Manager: _____

11 x 17 (half Scale) - Stapled

() Set Task Manager: _____

DOTDFORM. 6

Transmittal of Change Order Sheets to Construction

Date

Project Number:

Project Name:

To: Construction Section

From:

Name

Section

Cc:

Project Manager

Change Order Sheets Transmitted (include title sheet and voided sheets and a description of the changes made):

Number of Copies: (10) sets of 11x17 and (4) sets of 22x34

Quantity Changes:

Reasons for Change Order:

☐

Design Errors

☐

Contractor Errors. See Below for DOTD Incurred Engineering Cost (if applicable)

☐

Change in Field Condition

☐

Other

DOTD Incurred Engineering Cost:


PLAN REVISION NO. 1

ORIGINAL SHEET

NOTE: ALL ELEVATIONS SHOWN ARE FROM AS-BUILT PLANS.

SHEET NUMBER		101
CADD	001-01	H.000001
PURSH	CONTROL SECTION	STATE PROJECT

[illegible][illegible]

							DESIGN CHECK	
							DETAIL CHECK	DESIGN CHECK
							SERIE NUMBER	DETAIL CHECK
	01/01/12	DIMENSION CHANGE		J.D.			DESIGN CHECK	
	NO.	DATE	REVISION OR CHANGE ORDER DESCRIPTION			BY		
	01/01/12	NEW SHEET		J.D.			DETAIL CHECK	DESIGN CHECK
	NO.	DATE	REVISION OR CHANGE ORDER DESCRIPTION			BY		
	01/01/12	NEW SHEET		J.D.			SERIE NUMBER	DETAIL CHECK
	NO.	DATE	REVISION OR CHANGE ORDER DESCRIPTION			BY		
	01/01/12	NEW SHEET		J.D.			SERIE NUMBER	DETAIL CHECK
	NO.	DATE	REVISION OR CHANGE ORDER DESCRIPTION			BY		

D	01/01/12	1,101,103a,103b,103c		01/02/12	S.H.	01/03/12	C.E.
	DATE	REVISION		DATE	RECOMMENDED	DATE	APPROVED

12/19/2016

Example.2

PLAN REVISION NO. 2

UPDATE SHEET INDEX, TRAFFIC DATA, AND CORRECT PROJECT NUMBER ON SHEET 1.
REVISE ELEVATION NOTE ON SHEET 101.
ADD TWO SHEETS BETWEEN SHEETS 103b AND 103c.

ORIGINAL SHEETS

SHEET NUMBER	101
SHEET NUMBER	I
PARISH	CADDO
CONTROL SECTION	001-01
STATE PROJECT	H.000001
STATE PROJECT	H.000001

NO.	DATE	REVISION OR CHANGE ORDER DESCRIPTION	BY	DESIGN CHECK	DETAIL CHECK	DESIGN CHECK
1	01/01/12	DIMENSION CHANGE	J.D.			
NO.	DATE	REVISION OR CHANGE ORDER DESCRIPTION	BY	SERIES NUMBER	DETAIL CHECK	

REVISED SHEETS

PLAN REVISION NOTES: 2

UPDATED INDEX TO SHEETS.
UPDATED TRAFFIC DATA.
CORRECTED PROJECT NUMBER.

SHEET NUMBER	103b2
SHEET NUMBER	103b1
SHEET NUMBER	101
SHEET NUMBER	I
PARISH	CADDO
CONTROL SECTION	001-01
STATE PROJECT	H.000001
STATE PROJECT	H.000001

NO.	DATE	REVISION OR CHANGE ORDER DESCRIPTION	BY	DESIGN CHECK	DETAIL CHECK	DESIGN CHECK
2	01/08/12	SEE PLAN REVISION NOTES	J.D.			
2	01/08/12	REVISED ELEVATION NOTE	J.D.			
2	01/01/12	DIMENSION CHANGE	J.D.			
NO.	DATE	REVISION OR CHANGE ORDER DESCRIPTION	BY	SERIES NUMBER	DETAIL CHECK	DESIGN CHECK
2	01/08/12	NEW SHEET	J.D.			
2	01/08/12	NEW SHEET	J.D.			
NO.	DATE	REVISION OR CHANGE ORDER DESCRIPTION	BY	SERIES NUMBER	DETAIL CHECK	

NOTE: PLAN REVISION 2 BUGS ALSO ADDED BY EACH
UPDATED SHEET NUMBER IN THE INDEX, BY ALL CHANGED
TRAFFIC DATA, AND BY THE CORRECTED PROJECT NUMBER.

SCHEDULE OF REVISIONS BLOCK ON TITLE SHEET

2	01/08/12	1,101,103b1,103b2	01/09/12	S.H.	01/10/12	C.E.
1	01/01/12	1,101,103a,103b,103c	01/02/12	S.H.	01/03/12	C.E.
DATE	REVISION		DATE	RECOMMENDED	DATE	APPROVED

SCHEDULE OF REVISIONS

12/19/2016

Example.3

CHANGE ORDER NO. 1

CHANGE DIMENSION ON SHEET 101.
ADD JOINT DETAIL ON SHEET 103b.

ORIGINAL SHEETS

SHEET NUMBER		103b	
SHEET NUMBER		101	
NOTE: ALL ELEVATIONS SHOWN ARE FROM SURVEY.			
<div style="border: 2px solid black; padding: 10px; display: inline-block;"> VOID BY: J.D. DATE: 01/15/12 </div>			
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> </div> <div style="text-align: center;"> </div> <div style="text-align: center;"> </div> </div>			
PARTIAL	CADD	SECTION	001-01
STATE	PROJECT	SECTION	H.000001
STATE	PROJECT	SECTION	H.000001

NO.	DATE	REVISION OR CHANGE ORDER DESCRIPTION	BY	SERIES NUMBER	CHECK
2	01/08/12	REVISED ELEVATION NOTE	J.D.		DESIGN
0	01/01/12	DIMENSION CHANGE	J.D.		DETAIL
0	01/01/12	NEW SHEET	J.D.		DESIGN

CHANGE ORDER SHEETS

SHEET NUMBER		103bA	
SHEET NUMBER		101A	
NOTE: ALL ELEVATIONS SHOWN ARE FROM SURVEY.			
<div style="border: 1px solid black; padding: 10px; display: inline-block;"> CHANGE ORDER AND/OR SPECIAL AGREEMENT </div>			
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> </div> <div style="text-align: center;"> </div> </div>			
PARTIAL	CADD	SECTION	001-01
STATE	PROJECT	SECTION	H.000001
STATE	PROJECT	SECTION	H.000001

NO.	DATE	REVISION OR CHANGE ORDER DESCRIPTION	BY	SERIES NUMBER	CHECK
A	04/15/12	DIMENSION CHANGE	J.D.		DESIGN
2	01/08/12	REVISED ELEVATION NOTE	J.D.		DETAIL
0	01/01/12	DIMENSION CHANGE	J.D.		DESIGN
A	04/15/12	ADDED JOINT DETAIL	J.D.		DETAIL
0	01/01/12	NEW SHEET	J.D.		DESIGN

CHANGE ORDER NO. 2

ORIGINAL SHEETS

VOID

BY: J.D.
DATE: 01/22/12






P-4115H	CADD
CONTROL	001-01
SECTION	H.000001
STATE	001-01
PROJECT	H.000001

SHEET NUMBER 102



SECTION 001-01

PROJECT H.000001

SHEET NUMBER 103bA

										DESIGN CHECK	
										DETAIL CHECK	
										DESIGN CHECK	
										DETAIL CHECK	
	NO.	DATE	REVISION OR CHANGE ORDER DESCRIPTION						BY	SERIES NUMBER	DESIGN CHECK
		04/15/12	ADDED JOINT DETAIL						J.D.	DETAIL CHECK	
		01/01/12	NEW SHEET						J.D.	SERIES NUMBER	
	NO.	DATE	REVISION OR CHANGE ORDER DESCRIPTION						BY	SERIES NUMBER	

		SHEET NUMBER		103bB	
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <h1>CHANGE ORDER AND/OR SPECIAL AGREEMENT</h1> </div>		SHEET NUMBER	102A		
		CADD	001-01	H.0000001	
		CONTRACT SECTION			
		NOTE PROJECT			
<div style="border: 1px solid black; padding: 5px;"> <u>CHANGE ORDER NOTES:</u> △ UPDATED BENT DETAILS DUE TO USE OF DRILLED SHAFTS INSTEAD OF PILES. </div>		04873K	CONTROL SECTION	001-01	
			STATE PROJECT	H.0000001	

							DESIGN CHECK
							DETAIL CHECK
	04/22/12	SEE CHANGE ORDER NOTES				J.D.	SERIES NUMBER
	NO.	DATE	REVISION OR CHANGE ORDER DESCRIPTION				BY
							DESIGN CHECK
							DETAIL CHECK
	04/22/12	ADDED JOINT SEALING NOTE				J.D.	SERIES NUMBER
	04/15/12	ADDED JOINT DETAIL				J.D.	
	01/01/12	NEW SHEET				J.D.	
	NO.	DATE	REVISION OR CHANGE ORDER DESCRIPTION				BY

12/19/2016

Example.5

CHANGE ORDER NO. 3

DELETE ELEVATION NOTE ON SHEET 101A.
ASSUME MODIFICATIONS MADE BY AN ENGINEER OTHER THAN THE ORIGINAL ENGINEER OF RECORD.
ADD ONE SHEET BETWEEN SHEETS 103b1 AND 103b2.

ORIGINAL SHEETS

<p>2 NOTE: ALL ELEVATIONS SHOWN ARE FROM SURVEY.</p> <p>VOID</p> <p>BY: R.M. DATE: 01/29/12</p> <p>CHANGE ORDER AND/OR SPECIAL AGREEMENT</p> <p>1'-6" 2'-0"</p>	SHEET NUMBER	101A
	PARTIAL	CONTROL SECTION
	CADD	001-01
		H.000001

NO.	DATE	REVISION OR CHANGE ORDER DESCRIPTION	BY	DESIGN CHECK	DETAIL CHECK	SHEET NUMBER
1	04/15/12	DIMENSION CHANGE	J.D.			
2	01/08/12	REVISED ELEVATION NOTE	J.D.			
3	01/01/12	DIMENSION CHANGE	J.D.			

CHANGE ORDER SHEETS

<p>CHANGE ORDER AND/OR SPECIAL AGREEMENT</p> <p>1'-6" 2'-0"</p>	SHEET NUMBER	103b1a
	PARTIAL	CONTROL SECTION
	CADD	001-01
		H.000001

NO.	DATE	REVISION OR CHANGE ORDER DESCRIPTION	BY	DESIGN CHECK	DETAIL CHECK	SHEET NUMBER
1	04/29/12	DELETED ELEVATION NOTE	R.M.			
2	04/15/12	DIMENSION CHANGE	J.D.			
3	01/08/12	REVISED ELEVATION NOTE	J.D.			
4	01/01/12	DIMENSION CHANGE	J.D.			
5	04/29/12	NEW SHEET	R.M.			

<p>END BENTS</p> <p>CREEK BRIDGE</p> <p>LA 123 BRIDGES</p> <p>LA 123 BRIDGES</p> <p>BRIDGE AND STRUCTURAL DESIGN</p>	<p>STATE OF LOUISIANA</p> <p>RICHARD MILES</p> <p>REG. NO. 56789</p> <p>PROFESSIONAL ENGINEER</p> <p>04/29/2012</p> <p>CHANGE ORDER MODIFICATIONS ONLY</p>	<p>STATE OF LOUISIANA</p> <p>JOHN DOE</p> <p>REG. NO. 01234</p> <p>PROFESSIONAL ENGINEER</p> <p>04/15/2012</p>
	<p>DOT</p> <p>LA 123 BRIDGES</p>	<p>LA 123 BRIDGES</p>